



Manager's Report

For Council Meeting 8/13/02

FINANCE

Listed below are the new businesses licensed during this period:

| <u>Business Name</u> | <u>Address</u> | <u>Business Type</u> |
|-----------------------------------|----------------------------|----------------------|
| Acupuncture & Herbology Clinic PC | 215 S King St | Healing Arts |
| Allswell Detection Services Inc | 100 Dry Mill Rd SW #103 | Alarm Installation |
| Angel Nail Corner | 120-A E Market St | Nail Salon |
| Ester's Cleaning Service | 125 Nottoway St SE | Commercial Cleaning |
| Floors & Interiors of Loudoun | 224 D & E S King St | Floor Coverings |
| H O K Vending Inc | 280 Fort Evans Rd NE | Vending Food Service |
| Jonathan's Painting | 157 Meadow's Lane NE | Painting |
| O'Brien, Michelle | 1122 Huntmaster Ter #101 | Personal Training |
| One of a Kind | 209 E Market St | Retail – Antiques |
| Renewing the Mind PLLC | 104 Dry Mill Rd SW #102 | Psychiatrist |
| SoNit Inc | 850 Valemont Ter NE | Consulting |
| Telcom Design Systems LLC | 224 S King St | IT Service Provider |
| Thomas D McKean CPA | 1422 Hague Dr SW | Accounting & Tax |
| Villalta Professional Cleaners | 28-5 Fort Evans Rd NE #203 | Cleaning |

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period July 20 through August 10, 2002

| <u>New Hires</u> | <u>Position</u> | <u>Department</u> |
|-------------------------|-------------------------------|--------------------------|
| Wael Abilmona | Police Officer | Police |
| Robert Berkey | Management/Budget Analyst | Finance |
| Russell Cromer | Utility Maintenance Worker II | Utility Lines |
| Michael Donohue | Utility Maintenance Worker II | Water Pollution Control |
| Robert Hall | Police Officer | Police |
| Charles Payne | Utility Maintenance Worker II | Water Pollution Control |

| <u>Resignations</u> | <u>Position</u> | <u>Department</u> |
|----------------------------|------------------------|--------------------------|
| Kerry Mannion | Police Officer | Police |
| Kevin Zaldua | Police Officer | Police |

PLANNING AND ZONING**Current Planning Division Activity****Plans reviewed during the period July 17, 2002 – August 6, 2002**

- Loudoun Times Mirror Addition & Parking (DP 2002-12) Sketch, 2nd Submission
- Star Pontiac GMC Vehicle Storage Area (DP 1997-08) Final Development Plan, Signature Sets
- Stratford Ryland, Parcels A (Recreation Center) & C (Landbay D/Open Space) Easement Plat, 3rd Submission
- Edwards Landing, Woods Edge Drive (4234-RP) ROW & Easement Plat, 3rd Submission
- 22 West Market Street Boundary Line Adjustment Sketch, 1st Submission
- Tavistock Farms Goddard Daycare (DP 2002-18) P/F Development Plan Authorization, 1st Submission
- Cardinal Industrial Park, Lot 11 No Adverse Impact Sketch, 1st Submission
- Potomac Crossing, Section 8 Revised Construction Drawings, 1st Submission
- Rehau/Sanitary Sewer Extension (DP 2002-10) P/F Development Plan, 2nd Submission
- 202 Wirt Street (Burnett & Williams) (DP 2002-08) Buffer Reduction Request, 2nd Submission
- Allman Property Minor Plat Minor Plat, 1st Submission
- Battlefield Shopping Center Waterline Easement Plat and Deed (GRK Battlefield LLC) (4200-VAC-PLAT) Vacation Plat, 1st Submission
- Leesburg Station Carwash (DP 2002-22) Sketch, 1st Submission
- Heritage Way Community Center No Adverse Impact Sketch, 6th Submission
- Leegate Property (Utility Lines Maintenance Facility) Boundary Line Adjustment, 1st Submission
- Edwards Landing Recreation Center (DP 2001-10) Final Development Plan, 2nd Submission
- Stratford Ryland, Parcels A (Recreation Center) & C (Landbay D/Open Space) Easement Plat, Signature Sets
- O'Connor Tract Loudoun County ES & MS @ Leesburg Sketch Plan, 2nd Submission

Plans accepted for review during the period July 17, 2002 – August 6, 2002

- Loudoun Times Mirror Addition & Parking (DP 2002-12) Sketch, 2nd Submission
- 22 West Market Street Boundary Line Adjustment Sketch, 1st Submission
- Leesburg Station Carwash (DP 2002-22) Sketch, 1st Submission
- Nextel Monopole @ Fort Evans Plaza (behind Food Lion) (DP 2002-21) Sketch, 2nd Submission
- Star Pontiac GMC Vehicle Storage Area (DP 1997-08) Final Development Plan, Signature Sets
- Leesburg Station Carwash (DP 2002-22) P/F Development Plan Autatization
- Stratford Ryland, Parcels A (Recreation Center) & C (Landbay D/Open Space) Easement Plat, 3rd Submission
- Heritage Way Community Center No Adverse Impact Sketch, 6th Submission
- Allman Property Minor Plat Minor Plat, 1st Submission
- Leegate Property (Utility Lines Maintenance Facility) Boundary Line Adjustment, 1st Submission
- Kincaid Forest, Section 4C Final Plat, 2nd Submission
- Potomac Station, Parcel A Parcels A-1A, B-1A2, & B-1A3 (Rough Grading Plan) P/F Development Plan, 2nd Submission
- Woodlea Manor, Phase 6, Lot 271 Vacation Plat and Deed, Signature Sets
- Potomac Crossing, Section 8 Lot 688 and Parcel 8D (BLA 2002-03) Boundary Line Adjustment & Deed Signature Sets
- Edwards Landing, Phase 3 Final Plat, Signature Sets
- Battlefield Shopping Center Waterline Easement Plat and Deed (GRK Battlefield LLC) 4200-VAC-PLAT Vacation Plat, 1st Submission
- O'Connor Tract Loudoun County ES & MS @ Leesburg Sketch Plan, 2nd Submission
- Loudoun County Rescue Squad @ Catocin Circle Building Addition (DP 2002-11) P/F Development Plan, 1st Submission
- Stone House @ Harper Park P/F Development Plan, 1st Submission
- Edwards Landing, Phase 1 (BLA 2002-01) Boundary Line Adjustment, 2nd Submission

- Stratford Ryland, Parcels A (Recreation Center) & C (Landbay D/Open Space) Easement Plat, Signature Sets
- Hawks View Glen Preliminary Subdivision Plat, 1st Submission

Comprehensive Planning**Special Exceptions**

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The Town Council voted to deny this application at its July 23, 2002 meeting.

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission public hearing was held August 1st and is scheduled for a vote at the September 5th meeting.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission public hearing was held August 1st. Due to proposed additional revisions to the plans, another worksession/public hearing may be held in September. No meetings are scheduled at this time.

SE 2002-03: Catoctin Circle First Citizens Bank – This application was officially accepted for processing on June 25th. The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession is scheduled for September 5th and the public hearing is tentatively scheduled for September 19th.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission is scheduled for September 5, 2002 and a public hearing before the Planning Commission has been scheduled for September 19, 2002.

ZONING PERMITS ISSUED 02-947-02-1051**Zoning Permits Issued Residential**

| | |
|---------------------|-------------------|
| Potomac Station | 3 SFD @ \$105,000 |
| Kincaid Forest | 5 SFD @ \$100,000 |
| 307 Drymill Road SW | 1 SFD @ \$420,000 |
| Potomac Crossing | 6 SFD @ \$105,000 |
| Tavistock Farms | 5 SFA @ \$55,000 |

Zoning Permits Issued Commercial

970 Edwards Ferry Road NE Inlarge Dumpster Pad Burger King
280 Fort Evans Road NE Vending Service
206 East Market Street RE-Roof \$23,000

Occupancy Permits Residential

Kincaid Forest 5 SFD 2 SFA

Potomac Station 8 SFD

Exeter Hills 6 SFD

Beauregard Heights 2 SFD

Potomac Crossing 2 SFD

Tavistock Farms 1 SFA

Edwards Landing 1 SFD

Drymill 1 SFA

513-A 513-F Constellation Square Gateway Condominiums

511-A – 511-L Constellation Square Gateway Condominiums

658 Fort Evans Road Building D Units 101-308 Potomac Station Apartments

656 Fort Evans Road Building C Units 101-308 Potomac Station Apartments

Occupancy Permits Issued Commercial

305 East Market Street SE Foot Solutions

WATER & SEWER ADMINISTRATION

During this time frame 48 Public Facility Permits were sold totaling \$481,102.00 and 48 work orders for meter sets were processed.

Capital Projects Update

- Cardinal Park Sewer – Contractor has returned to the job after a summer vacation. They have finished work on Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and a part of King Street. The main sewer line in Cardinal Park Drive has been completed and the contractor is proceeding with the installation of sewer line extension toward Jerry's Ford.
- Evergreen Mill sewer forcemain project contract has been signed by the contractor and is going through town for signatures.
- During this period four plans were reviewed for development within the service area. Also four requests were processed for water and sewer modeling.
- Contract has been issued for the next phase of the water and sewer system map updates.
- Preliminary report for the tank siting and low pressure complaints has been received and is being reviewed by staff. An August 12th meeting has been scheduled with the engineer to review staff comments. Staff is working toward a Council briefing for the second September worksession.

UTILITY LINES DIVISION

Routine items include: turn on's and off's; water meter readings; complaint investigations; rodding & Cleaning sanitary sewer trouble spots; marked w/s lines for contractors & citizens; vehicle & ditch maintenance; bush hogging; Using CCTV unit found broken & separated sewer lateral at 215 Browns Meadow Court & found ground rod that was driven through lateral at 742 Vanderbilt Terrace. Drilling & repairing lids for new meter system in District #5.

Summary Programs

Performed complete maintenance on 9 fire hydrants.

New connections to town utility system: 51

Total number of water leak repairs: 5

Responded to 723 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of August 9, 2002

| Department | # Vacs | Position Title | Date of Vacancy | Ad Placed | Apps Rcvd | Prelim Interview | Final Interview | Offered | Accept |
|---------------------|--------|----------------------------|-----------------|-----------|-----------|------------------|-----------------|---------|--------|
| <i>Econ Dev</i> | 1 | Admin Associate II | 3/9/01 | √ | √ | On hold | | | |
| | 1 | Director | 7/11/02 | On hold | | | | | |
| | | | | | | | | | |
| <i>Eng & PW</i> | 1 | Maintenance Worker I | 4/4/02 | √ | √ | √ | √ | | |
| | 1 | Maintenance Worker II | 6/20/02 | √ | | | | | |
| | 1 | Senior Engineer | 7/1/02 | √ | √ | | | | |
| | 1 | Construction Insp Cap Proj | 7/1/02 | √ | √ | | | | |
| | | | | | | | | | |
| <i>IT</i> | 1 | Webmaster | 7/1/02 | √ | √ | √ | √ | √ | √ |
| | | | | | | | | | |
| <i>P&R</i> | 1 | Fitness Supervisor | 7/1/02 | √ | √ | √ | √ | √ | |
| | 1 | Asst Fitness Supervisor | 7/1/02 | √ | √ | √ | | | |
| | 1 | Asst Pool Supervisor | 7/1/02 | √ | √ | | | | |
| | 1 | Front Desk Supervisor | 7/1/02 | √ | √ | | | | |
| | 2 | Custodian | 7/1/02 | √ | √ | | | | |
| | | | | | | | | | |
| <i>P&Z</i> | 2 | Senior Planner | 7/1/02 | √ | √ | | | | |
| | 2 | Planner | 7/1/02 | √ | √ | | | | |
| | 1 | Zoning Inspector | 7/1/02 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Police</i> | 2 | Police Officer | 7/1/02 | √ | √ | √ | √ | | |
| | 1 | Police Officer | 7/31/02 | √ | √ | | | | |
| | 1 | Police Officer | 8/9/02 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Util Admin</i> | 1 | Senior Engineer | 7/1/02 | | | | | | |
| | | | | | | | | | |
| <i>Util Lines</i> | 1 | Inspector Supervisor | 7/1/02 | √ | √ | | | | |
| | 1 | Inspector | 7/1/02 | √ | √ | | | | |
| | 1 | Maintenance Worker II | 7/1/02 | √ | √ | √ | √ | √ | √ |
| | 1 | Equipment Operator | 7/1/02 | √ | √ | √ | √ | √ | √ |
| | 1 | Inspector | 7/30/02 | √ | √ | | | | |
| | 1 | Infiltration/Inflow Tech | 7/31/02 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Water</i> | 1 | Maintenance Worker II | 7/1/02 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Wastewater</i> | 1 | Maintenance Worker II | 6/13/02 | √ | √ | √ | √ | √ | √ |
| | 1 | Maintenance Worker III | 7/1/02 | √ | √ | √ | √ | | |
| | 1 | Sr Operator | 7/1/02 | √ | √ | | | | |
| | 1 | Maintenance Worker II | 7/3/02 | √ | √ | √ | √ | √ | √ |
| | 1 | Operator | 7/20/02 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Util Maint</i> | 1 | Lead Maintenance Mech | 7/1/02 | √ | √ | √ | | | |
| | | | | | | | | | |
| TOTAL | 36 | | | | | | | | |